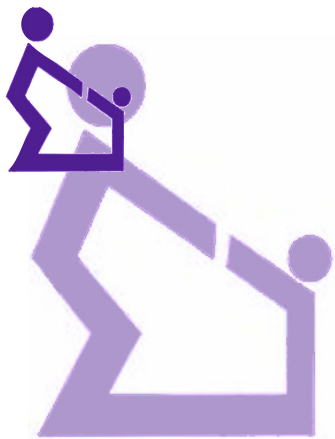


# Market Competitive Salary Guideline Scale For Group Child Care Centres, 2008



The Market Competitive Salary Guideline Scale for Group Child Care Centres was developed in 2007 by People *First* HR Services, following an evaluation of the knowledge, skills, and abilities required for each position. MCCA has indexed the scale by 3.8% for 2008-2009, to reflect the increase to average weekly earnings for all employees in Manitoba, July 2008, Statistics Canada.

Right now, the majority of child care centres do not have the funding to be able to provide competitive wages for their employees.

MCCA has advised the Government of Manitoba that child care funding must increase by 20-25% to enable the childcare workforce to earn competitive wages and benefits. The Government of Manitoba responded with a 3% overall increase for wages, plus a planned low-wage adjustment. Without the financial resources to pay competitive wages and benefits, combined with an existing workforce shortage, it is inevitable that early learning and child care programs will be seriously challenged to attract and retain skilled and qualified Early Childhood Educators and Child Care Assistants.

MCCA recommends the Government of Manitoba and licensed full and part time early learning and child care centres adopt the Market Competitive Salary Guideline Scale for Group Child Care Centres 2008 as the minimum wage base as funds allow,

along with the definitions and job descriptions in the Human Resource Management Guide for Early Learning and Child Care Programs, 2007.

## ***What else is new?***

- In 2007, People *First* HR Services was contracted by MCCA to research and recommend an additional salary range for Directors of early learning and child care centres with 100 or more licensed spaces. Their recommendation has been added to the new scale .
- In April 2008, the Government of Manitoba announced Family Choices – Manitoba's Five-Year Agenda for Early Learning and Child Care. Manitoba will invest in funding 6,500 more spaces over the next five years. Those additional child care spaces will require an increase of about 2,200 more men and women for the child care workforce.
- The Government of Manitoba plans to strengthen the child care workforce by providing a 20% overall funding increase over the five year period to establish a pension plan, increase wages, and establish a mandated minimum wage base for early childhood educators.
- To help employers cope with a critical shortage of employees, the Manitoba Child Care Association has developed a guideline for centres to use in preparing a response if unable to provide full hours of operation due to a shortage of employees.

For information of MCCA's Salary Guideline Scales 2001-2007, and average salaries from the Manitoba Child Care Program, please visit our website at [www.mccahouse.org](http://www.mccahouse.org) and click on Advocating for Quality.





## Market Competitive Salary Guideline Scale for Group Child Care Centres, 2008

Job		Level 1	Level 2	Level 3	Level 4	Level 5
Director IV	Annual	\$65,120	\$69,190	\$73,260	\$77,330	\$81,400
	Hourly	\$31.31	\$33.26	\$35.22	\$37.18	\$39.13
Director III	Annual	\$59,200	\$62,900	\$66,600	\$70,300	\$74,000
	Hourly	\$28.46	\$30.24	\$32.02	\$33.80	\$35.58
Director II	Annual	\$55,305	\$58,761	\$62,218	\$65,674	\$69,131
	Hourly	\$26.59	\$28.25	\$29.91	\$31.57	\$33.24
Director I	Annual	\$46,668	\$49,585	\$52,502	\$55,418	\$58,335
	Hourly	\$22.44	\$23.84	\$25.24	\$26.64	\$28.05
Supervisor II/Assistant Director	Annual	\$41,437	\$44,027	\$46,617	\$49,206	\$51,796
	Hourly	\$19.92	\$21.17	\$22.41	\$23.66	\$24.90
Supervisor I or ECE with Specialized Training or Nursery School Teacher	Annual	\$37,368	\$39,703	\$42,039	\$44,374	\$46,710
	Hourly	\$17.97	\$19.09	\$20.21	\$21.33	\$22.46
Early Childhood Educator	Annual	\$32,386	\$34,410	\$36,434	\$38,485	\$40,482
	Hourly	\$15.57	\$16.54	\$17.52	\$18.49	\$19.46
Child Care Assistant in ECE Training	Annual	\$25,908	\$27,528	\$29,147	\$30,766	\$32,385
	Hourly	\$12.46	\$13.23	\$14.01	\$14.79	\$15.57
Child Care Assistant	Annual	\$20,760	\$22,057	\$23,355	\$24,652	\$25,950
	Hourly	\$9.98	\$10.60	\$11.23	\$11.85	\$12.48

- Annual salary is based on a 40 hour week. For work weeks with fewer hours, the salary should be pro-rated.
- This salary scale is current as of July, 2008 and is designed to reflect the competitive market and relative values within the scale.
- Level 1 is the salary scale minimum. This salary is appropriate for someone who meets the educational requirements but lacks the required experience and some of the necessary skills. This salary is appropriate for someone new to the job and requires considerable guidance and supervision.
- Level 5 is the salary scale maximum. This salary is appropriate for someone who is fully proficient in the job. They have developed the necessary skills and require very little guidance or supervision. This salary is typically reflective of someone with four years experience in the job.
- Refer to the Definitions on page 3 for more information. Job descriptions for each position are in the Human Resource Management Guide for Early Learning and Child Care Programs, Manitoba Child Care Association 2007.



## Director:

- As defined in The Community Child Care Standards Act, Manitoba Regulation 62/86.
- Director I: Manages a facility of 50 spaces or less
- Director II: Manages a facility of 51-100 spaces
- Director III: Manages a facility of 101-150 spaces
- Director IV: Manages a facility of 151-200 spaces
- Participates in at least 24 hours of ECE professional development per year.
- MCCA recommends that centre directors acquire a relevant credential in management.

## Supervisor I / Assistant Director or ECE With Specialized Training or Nursery School Teacher:

- A supervisor, whose job description includes a portion of the child care program administration in a facility of 50 spaces or less. Examples include orientating and directing staff; managing employee records, developing staffing schedules, assisting in identifying professional development opportunities, record keeping.

OR

- An ECE III, having completed a CCEPAC approved, ECE post diploma program, and whose duties are primarily those performed by an ECE working with children with special needs, infants, school-agers, aboriginal children, or any other recognized specialization.

OR

- An ECE II or III working in a nursery school, whose duties are primarily those performed by an ECE working with children and whose job description includes a portion of the child care program administration duties.

AND

- Participates in at least 24 hours of ECE professional development per year.

## Supervisor II / Assistant Director:

- A Supervisor/Assistant Director, whose job description includes a significant portion of the child care program administration in a facility of 51 to 100+ spaces. Examples include orientating and directing staff; managing employee records, developing staffing schedules, assisting in identifying professional development opportunities and record keeping.
- Participates in at least 24 hours of ECE professional development per year.

## Early Childhood Educator (ECE):

- As defined in The Community Child Care Standards Act, Manitoba Regulation 62/86.
- Duties are primarily those performed by a front line practitioner or primary caregiver for infants, preschool, school-age children, or a nursery school teacher without administrative duties.
- Participates in at least 24 hours of ECE professional development per year.

## Child Care Assistant in Training:

- Is actively pursuing an ECE classification and working with the supervision and support of an ECE.
- There is a written formal contract agreement with the employer, mapping out a professional development plan which leads to an ECE credential through a CCEPAC approved or equivalent training program. The contract outlines an agreed upon end date for training, as well as the support provided by the centre during training (i.e. payment for courses, incremental rates of pay during training, etc.).

## Child Care Assistant:

- As defined in The Community Child Care Standards Act, Manitoba Regulation 62/86.
- Participates in at least 24 hours of professional development in early childhood education per year.



## Market Competitive Benefits Package

People First HR Services advises that a comprehensive benefits package can be a key factor in attracting and retaining employees. They suggest the following benefits are considered to be market competitive:

- A group medical plan which includes prescription drugs, hospital, paramedical, medical supplies and travel coverage.
- A dental plan which covers preventative, basic and major treatments.
- A short term disability plan which provides income to the employee for short periods of incapacity. This can be done through an insured plan or through salary continuation.
- A long term disability plan which provides income to the employee in the event that they can't return to work for an extended period of time.
- Life and accidental death & dismemberment insurance
- The cost of these 5 plans would be shared equally between the employer and the employee with the premiums structured so as to make any benefits under the disability plans tax effective.

MCCA offers our members a comprehensive group benefits program that includes all these and more. In 2007, over 1700 members of the child care workforce were enrolled in the MCCA plan. Employers that offer the MCCA Group Benefits Plan will find it helpful to recruit and retain employees that want to maintain consistent group benefits coverage. Coverage is transferable to any licensed child care program that participates in the plan.

- A vacation plan which provides 2 weeks vacation initially, 3 weeks at 3 years of employment, 4 weeks at 10 years and 5 weeks at 15 years. Directors would normally start at 3 weeks.
- Eleven public holidays .
- A retirement savings plan which allows employees to contribute from 3% to 5% of their salary with the employer making a matching contribution.



MCCA recommends that employers:

- Contribute a minimum of 1% of gross annual salary toward the cost of 24 hours per year of \*professional development in early learning and child care for each employee that has successfully completed the probationary period. As part of professional development, employers should consider paying all or subsidize the annual MCCA membership for each employee that has successfully completed the probationary period.
- Provide all employees with a salary scale relevant to their position, a job description, personnel policies, an employment contract upon hiring.
- Employ graduates from CCEPAC approved early childhood education programs (or recognized equivalent) as primary care givers.
- Include the salary range in all job ads.
- Develop a written plan to follow should you become unable to meet the requirements of the Community Child Care Standards Act, whether related to proportion of trained staff, qualifications of staff, staff to child ratio's or group sizes.

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